



# COMMONWEALTH of VIRGINIA

*Department of Veterans Services*  
*Veterans Education, Training and Employment*  
*State Approving Agency for Veterans Education and Training*

Annie Walker  
Director

Telephone: (804) 225-2298  
Fax: (804) 786-0809  
[annie.walker@dvs.virginia.gov](mailto:annie.walker@dvs.virginia.gov)

September 15, 2016

Dear School Certifying Official,

You are receiving this letter because your facility is approved by the Virginia State Approving Agency (SAA) to offer education and training to veterans and other eligible persons and your facility offers at least one program that falls under the jurisdiction of the Virginia Department of Occupational Regulation (DPOR) Board for Barbers and Cosmetology.

The Board for Barbers and Cosmetology issued a guidance document titled "Barber and Cosmetology Schools – Awarding Credits and/or Hours to Transfer Students" on May 12, 2014. The guidance clarified the transfer of hours policies outlined in 18 VAC 41-20-280.B.1 and 18 VAC 41-40-260.B.1 for barber, cosmetology, nail technician and wax technician programs. A school may complete a program with transfer hours and award clock hours only if the following apply:

- Both the new and former school must be licensed by the appropriate state licensing entity while the student is enrolled. The schools' current curriculum must be approved by that entity.
- The hours earned at the originating school must have been earned no more than two years prior to enrolling in the new school.
- Both the new and former school must be accredited by an accrediting agency recognized by the U.S. Department of Education.
- The new school may only credit completed content, and must substantiate, based on the student's transcript, how hours were awarded towards each content area.
- The applicant shall provide the Board with satisfactory evidence of the above.

Additionally, the SAA staff contacted DPOR for further clarification to ensure that each approved school has a transfer policy that was in line with state regulations. The following is a summary of the requirements for transferring credit between schools for programs not previously mentioned:

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- Esthetics and Master Esthetics programs – Transfer of hours or credits are permissible under Board regulation 18 VAC 41-70-190.D (for accredited and non-accredited programs)
  - Esthetics schools may award up to 300 hours credit towards the 600 hour requirement based on a competency assessment and a review of the student's transcript.
  - The number of credit hours awarded shall not exceed the actual hours of instruction verified on the transcript or the number of hours specified in the board-approved curriculum for a specific topic.
- Instructor programs – No transfer hours or credits are allowed between instructor's programs.
- Tattooer and Permanent Cosmetic Tattooer programs – No transfer hours or credits are allowed between tattooer and permanent cosmetic tattooer schools.

The U.S. Code 3675 (b)(2) and 3676 (c)(4) require that approved schools maintain a transfer policy in which the school reviews and evaluates prior training and applies credit accordingly to shorten the length of training required for the student. In order to maintain approval, school must comply with both State and Federal regulations. This means that only programs that would allow for the possibility of transfer of hours are approvable by the SAA.

### **What you must do:**

The following actions should be taken based on the program(s) offered at your facility:

- **Instructor, Tattooer, and/or Permanent Cosmetic Tattooer programs:**
  - These programs are not approvable and will need to be taught-out.
    - This means any student who started the program as of the date of this letter will be permitted to complete the program, but no other students should be enrolled.
  - Contact the SAA with a list of your current students, their start dates, and projected completion dates. This information should be sent to [saa@dvs.virginia.gov](mailto:saa@dvs.virginia.gov) by **October 15, 2016**.
- **Esthetics and Master Esthetics programs:**
  - Ensure your transfer policy complies with the above guidance.
  - If your policy is already in compliance, please e-mail the SAA at [saa@dvs.virginia.gov](mailto:saa@dvs.virginia.gov) with a copy of your current transfer policy.
  - If your policy needs to be updated, please send in revised catalogs containing your updated policy.
  - Action must be taken by **October 15, 2016**
- **Barber, Cosmetology, Nail Technician, and Wax Technician programs:**

- All non-accredited schools must become accredited with an accrediting agency recognized by the U.S. Department of Education. National Accrediting Commission of Career Arts and Sciences (NACCAS) and Council on Occupation Education (COE) are two accrediting agencies that approve these types of programs.
- You must contact an accrediting agency to begin the accreditation process. You have one year to achieve candidacy status. If, by **September 15, 2017**, you have not become fully accredited or achieved candidacy status, then your affected programs will go into teach-out status and the approval of those programs will be withdrawn. If you do not have other programs that are approvable, your facility's approval will be withdrawn.
- If you achieve candidacy status by September 15, 2017, then you have one additional year (until **September 15, 2018**) to become fully accredited. If you have not achieved accreditation by that date, then your programs will go into teach-out status, and the approval of those programs will be withdrawn. If you do not have other programs that are approvable, your facility's approval will be withdrawn.
- You must contact the SAA via e-mail at [saa@dvs.virginia.gov](mailto:saa@dvs.virginia.gov) by **October 15, 2016** to verify whether you will be seeking accreditation.

Contact information for NACCAS and COE is provided below for your convenience.

**NACCAS**

4401 Ford Avenue, Suite 1300

Alexandria, VA 22302-1432

Phone: 703-600-7600

Fax: 703-379-2200

Email: [info@naccas.org](mailto:info@naccas.org)

<http://naccas.org/naccas/how-to-become-accredited>

**Council on Occupational Education**

7840 Roswell Road

Building 300, Suite 325

Atlanta, GA 30350

Telephone: 770-396-3898 or 800-917-2081

Fax: 770-396-3790

<http://www.council.org/the-process/>

If you have questions or need additional information, please contact any of our staff members via email at [saa@dvs.virginia.gov](mailto:saa@dvs.virginia.gov) or call 804-225-2298. We look forward to assisting your school through this process.

Sincerely,

*Annie Walker*

Annie Walker

Director

cc: James Quesenberry, Education Liaison Representative